



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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INFORMATIONAL LETTER NO. 1013

DATE: May 23, 2011

TO: Assisted Living Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

SUBJECT: Assisted Living CDAC Documentation Form Requirements

EFFECTIVE: Immediately

The purpose of this letter is to clarify the service documentation requirements for assisted living organizations providing Consumer Directed Attendant Care (CDAC) services to Iowa Medicaid members.

All Iowa Medicaid providers are required to keep service documentation as outlined in Iowa Administrative Code (IAC) 441-79.3. This chapter of the IAC specifically outlines the details of the information to be included in service documentation as well as the types of documents to be included as documentation.

In addition, all Home and Community Based Services (HCBS) providers are required to abide by any documentation requirement included in IAC 441-78. This chapter defines each service available under HCBS and may also include additional documentation requirements. Specifically, IAC 441-78.37(15) addresses the requirement of the CDAC Daily Service Record, form 470-4389, for all CDAC providers. As the rule currently reads, assisted living organizations providing CDAC services are not exempt from this requirement.

Informational Letter No.778 dated January 27, 2009, exempted assisted living organizations providing CDAC services from the requirement to use the CDAC Daily Service Record form 470-4389, for daily service documentation. Various assisted living organizations have indicated to the Department of Human Services (DHS) staff that they have created their own internal protocols to document services in accordance with the IAC. While DHS does continue to promote the use of the CDAC Daily Service Record by assisted living organizations as a best practice, staff does recognize that assisted living organizations should be allowed to create their own protocols for documentation. Therefore, DHS will undertake steps to revise IAC 441-78.37 to limit the requirement of the CDAC Daily Service Record to just individual and agency CDAC providers.

Because of the lag time required to revise the Iowa Administrative Code, all assisted living organizations that choose to not use the CDAC Daily Service Record should keep a copy of this letter in their files as reason to not utilize the CDAC Daily Service Record. Assisted living organizations may continue to use their own current documentation methods as long as the requirements described in the Iowa Administrative Code are met. As with all providers, it will

be the responsibility of assisted living organizations to ensure that their documentation is in compliance with all program rules.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, locally 515-256-4609 or by e-mail at imeproviderservices@dhs.state.ia.us.